



**Heritage Kenora**  
**~ Meeting Notes ~**

February 20, 2014 - 9:30 am  
Lake of the Woods Museum

**Present:** Tim Davidson, Gloria Alcock, Jim Clarke, Barb Manson, Heather Gushulak, Rory McMillan, Lisa Moncrief, Lori Nelson.

**Regrets:** Jeff Port, David Nelson, Pam Bryson, Charlotte Caron, Tara Rickaby, John Nabb.

**1 Call to Order**

The meeting was called to order by Chair Tim Davidson at 9:32 a.m.

**2 Declaration of Pecuniary Interest**

None declared.

**3 Approval of Minutes of the November 21, 2013 Meeting**

*Motion: Moved by Lisa Moncrief, seconded by Gloria Alcock to approve the minutes of the November 21, 2013 meeting as distributed. Carried.*

**4 Election of Chair and Vice-Chair**

*Motion: Moved by Rory McMillan, seconded by Jim Clarke to open nominations for the positions of Chair and Vice-Chair. Carried.*

Tim Davidson was nominated as Chair. Jim Clarke was nominated as Vice-Chair. Both allowed their names to stand.

*Motion: Moved by Tim Davidson, seconded by Gloria Alcock to close nominations. Carried.*

**5 Business Arising from the Minutes**

**Follow-up from Meeting with Senior Staff**

Tim Davidson and Lori Nelson reported on the follow-up so far on the issues discussed with Karen Brown, Charlotte Caron and Tara Rickaby in December:

- Back-lit signage - Tara to follow up with Kevin Robertson, City Sign Commissioner, re: Ristoronte signage to ensure it is allowed under the current sign by-law. Tara to contact Mort Goss of BIZ to understand their vision of the downtown and have a conversation about whether the City should revise the sign by-law to eliminate backlit signage rather than grandfathering in more signs of this type.
- Barb Manson suggested an education session with BIZ regarding Heritage Kenora. Since Barb attends the BIZ meetings, she'll explore the possibility.
- CIP Signage grants - Tara has provided Marina Meeks in Licensing with a CIP package that can be given to people applying for sign permits. Also Joanne McMillan, City Clerk, has amended the Sign Permit form to include the following:

*You may qualify for a funding opportunity through the assistance of the City's Heritage Kenora Committee as it relates to establishing a sign specifically in the CIP (Community Improvement Plan) area known as the Harbourtown Centre.*

*By signing this form, you hereby give consent for the City of Kenora to forward a copy of this application to Heritage Kenora and in turn the Committee may be in contact with you regarding eligibility.*

*Would you like us to forward you application? Yes No I'm not interested.*

*Would you like the CIP Information package? Yes No I'm not interested.*

- Municipally Registered Properties and building permits - There were concerns about the City's liability in making the owner aware of the process if their property is on the Registry since, by law, it is the responsibility of the owner to know that their property is registered and to follow the correct process when planning changes to their property. Charlotte is to see what other municipalities are doing in this type of situation. Jim Clarke, Barb Manson, and Lori Nelson will work on putting together an information package that can be given by the Planning Department to **all** individuals applying for building permits. This will be brought to the March Heritage Kenora meeting for approval.
- Barb Manson asked Rory McMillan to get some clarification from Council regarding a process for City-owned properties that Heritage Kenora may wish to recommend for designation. Should there be a pre-approval before any of the extensive work that's involved in bringing a recommendation forward is done? Rory will bring this to Council.

## **6 CIP Applications**

No applications.

## **7 Designations**

### **Mink Bay Wetlands**

A decision will have to be made as to how we proceed with this designation – as an area or as individual properties. Barb will get further information on this and will bring a recommendation to the March meeting.

### **Site Visits**

Jim Clarke, Lisa Moncrief, Jeff Port and David Nelson of the Site Assessment sub-committee have three properties to visit – the Kenora Public Library, St. Nicholas Ukrainian Catholic Church and Fragile Glass. Tim Davidson will make contact with Buck Matowski at St. Nicholas to see if they are still interested in designation since there has been a change of leadership in the church since they first indicated their interest. Jim Clarke will take the lead in organizing the sub-committee to make the site visits.

With regards to the Kenora Public Library, Gloria Alcock mentioned that her understanding was that the Kenora Library was the recipient of the last Carnegie grant given. This will add to the value of the property. Lori will try to confirm that. Since it has been a few years since designation was discussed with the Library Board, Rory will ask Head Librarian Cathy Peacock to include it on the next Library Board meeting agenda.

## **8 New Business**

### **2014 Ontario Heritage Conference in Cornwall, May 23-25**

*Motion: Moved by Rory McMillan, seconded by Jim Clarke that two registrations to the conference be approved as well as expenses up to and not exceeding an amount of \$2,000. Carried.*

Lisa Moncrief and Lori Nelson expressed interest in going and are likely going to be in that area anyway so air fare would be taken care of. Heather Gushulak will be putting in a request to the Ministry of Tourism, Culture and Sport to attend as well.

### **Building Stories**

Barb Manson reported that she and Lori Nelson tried to submit information about two Kenora properties to the Building Stories website and encountered problems. Lori will contact the site administrator to get assistance. As well, there may be some IT assistance through the City that may be able to provide direction.

## **9 Next Meeting**

**Thursday, March 20 at 9:30 a.m. at the Lake of the Woods Museum**

## **10 Adjournment**

*Moved by Jim Clarke to adjourn the meeting at 10:15 a.m.*